



## King County

### **ACCOUNTING SERVICES MANAGER (ADMINISTRATIVE SERVICES OFFICER IV) PUBLIC HEALTH- SEATTLE & KING COUNTY**

**Finance & Administrative Services Division/ Accounting Services Section**

**Annual Salary Range: \$66,252 - \$83,185**

**Job Announcement No.: 02RM2820**

**OPEN: 9/25/02      CLOSE: Until filled**

**WHO MAY APPLY:** This career service position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services Section, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kathy Uhorn at (206) 296-4312 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** Wells Fargo Center, 999 Third Avenue, Suite 2720, Seattle.

**WORK SCHEDULE:** This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday; 8 am to 5 pm, but hours will vary depending on activities.

**PRIMARY JOB DUTIES INCLUDE:**

This position is primarily responsible for managing Public Health's financial operations including accounts payable, accounts receivable, general ledger, labor distribution, grants reporting, auditing and internal and external financial requests. Other responsibilities include:

- Maintain specialized ARMS reports and paid-time-off, benefit and overhead allocations.
- Convert budget data into King County ARMS (Accounting Resource Management System).
- Balance and interface detailed budget records. Maintain Access-based files and tables for detailed and summary inquiries.
- Develop financial plans and summary budget forms and perform budget revisions through the calendar year.
- Provide complex budget and ARMS database spreadsheets and/or detailed analysis for department, budget office, finance department and human resources.
- Review the financial impact of union settlements, Comprehensive Annual Financial Report balancing for the department funds, quarterly budget reports, trend analysis over time, and creating and distributing monthly financial databases for budget monitoring.
- Serve as the department's financial expert to perform complex research and analysis.
- Represent the department on financial workgroups such as the ARMS replacement project.
- Develop and provide financial training for staff including annual training for budget prep mechanics, reading and understanding specialized ARMS reports, grant reporting requirements, budget monitoring and year-end closing activities.

- Directly supervise staff in the accounting services section. Manage personnel issues for assigned staff including, hiring, training, performance review and making recommendations on disciplinary actions as appropriate.

**QUALIFICATIONS:**

**Education:**

- Bachelor's degree in Accounting, Health Care Finance, Business Management, Health Administration, Public Administration or related field.

**Experience:**

- Extensive experience in a large and complex health care agency with a budget of at least \$200 million, where applicant had full responsibility for financial operations including accounts payable, accounts receivable, general ledger, labor distribution, grants reporting, auditing and internal and external financial requests.
- Demonstrated experience in supervising a staff of over 15, managing personnel in a government agency, building team cohesion and performance, and conflict resolution.
- Demonstrated experience in multiple grant fund accounting and complying with government accounting principles.
- Experience in projecting labor contract costs.
- Experience in implementing multiple systems for the distribution of overhead costs.
- Ability to communicate effectively verbally and in writing, and experience clearly communicating accounting expectations/assignments with various levels of management. **All application materials will be used in assessing written communication skills and English language skills.**
- Demonstrated experience in financial analysis of issues including legislation and proposed policy.
- Intermediate to advanced computer skills including Word, Excel and Access, and financial and budget information systems. Applicants will be tested on their computer skills.
- Demonstrated experience, understanding and current working knowledge of County policy and budget issues.

**Ability to:**

- Provide excellent customer service to internal and external clients.

**DESIRED QUALIFICATIONS:** Master's degree in Finance, Accounting, Business, Health Administration, Public Administration or related field strongly preferred. Certified Public Accountant preferred.

**CLASS CODE: 0332**

**SEQUENCE NUMBER:0620**